



Billing Code: 4210-67

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-5838-N-06]

60-Day Notice of Proposed Information Collection:

Housing Choice Voucher Program

AGENCY: Office of the Assistant Secretary for Public and Indian Housing, PIH, HUD.

ACTION: Notice.

SUMMARY: HUD is seeking approval from the Office of Management and Budget (OMB) for the information collection described below. In accordance with the Paperwork Reduction Act, HUD is requesting comment from all interested parties on the proposed collection of information. The purpose of this notice is to allow for 60 days of public comment.

DATES: Comments Due Date: **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

ADDRESSES: Interested persons are invited to submit comments regarding this proposal. Comments should refer to the proposal by name and/or OMB Control Number and should be sent to: Colette Pollard, Reports Management Officer, ODAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000; telephone 202-402-0306 (this is not a toll-free number) or email at Colette.Pollard@hud.gov for a copy of the proposed forms or other available information. Persons with hearing or speech impairments may access this number through TTY by calling the toll-free Federal Relay Service at (800) 877-8339.

FOR FURTHER INFORMATION CONTACT: Arlette Mussington, Office of Policy, Programs and Legislative Initiatives, PIH, Department of Housing and Urban Development, 451 7th Street, SW., (L'Enfant Plaza, Room 2206), Washington, DC 20410; telephone 202-402-4109, (this is not a toll-free number).

SUPPLEMENTARY INFORMATION: This notice informs the public that HUD is seeking approval from OMB for the information collection described in section A.

A. Overview of Information Collection

Title of Information Collection: Housing Choice Voucher (HCV) Program.

OMB Approval Number: 2577-0169.

Type of Request: Revision of currently approved collection with changes that include portability paperwork and inclusion of the information or briefing packet.

Form Numbers: HUD-52515, HUD-52667, HUD-52580, HUD-52580-A, HUD-52517, HUD-52646, HUD-52665, HUD-52641, HUD-52641-A, HUD 52642, HUD 52649, HUD 52531A and B, HUD 52530A, HUD 52530B, HUD 52530C, HUD 52578B.

Description of the need for the information and proposed use:

Public Housing Agencies (PHA) will prepare an application for funding which specifies the number of units requested, as well as the PHA's objectives and plans for administering the HCV program. The application is reviewed by HUD Headquarters and HUD Field Offices and ranked according to the PHA's administrative capability, the need for housing assistance, and other factors specified in a notice of funding availability. The PHAs must establish a utility allowance schedule for all utilities and other services. Units must be inspected using HUD-prescribed forms to determine if the units meet the housing quality standards (HQS) of the HCV program. After the family is issued a HCV to search for a unit pursuant to attending a

briefing and receiving an information packet, the family must complete and submit to the PHA a Request for Tenancy Approval when it finds a unit which is suitable for its needs. Initial PHAs will use a standardized form to submit portability information to the receiving PHA who will also use the form for monthly portability billing. PHAs and owners will enter into housing assistance payments (HAP) contract each providing information on rents, payments, certifications, notifications, and owner agreement in a form acceptable to the PHA. A tenancy addendum is included in the HAP contract as well as incorporated in the lease between the owner and the family. Families that participate in the Homeownership option will execute a statement regarding their responsibilities and execute contracts of sale including an additional contract of sale for new construction units. PHAs participating in the project-based voucher (PBV) program will enter into Agreements with developing owners, HAP contracts with the existing and New Construction/Rehabilitation owners, Statement of Family Responsibility with the family and a lease addendum will be provided for execution between the family and the owner.

Respondents (i.e. affected public): State and Local Governments, businesses or other non-profits.

Total Estimated Burdens:

Description	Number of Respondents	Responses per Respondent	Total Annual Responses	Hours per Response	Total Hours	Regulatory Reference
Application (HUD – 52515)	1,000	1	1,000	1	1,000	982.103
Application for Federal Assistance (SF-424)	1,000	1	1,000	0.75	750	982.103
Applicant/Recipient Disclosure/Update Report (HUD-2880)	1,000	1	1,000	0	0	982.103
Acknowledgement of Application Receipt (HUD-2993)	1,000	1	1,000	0	0	982.103

Third Party Documentation Facsimile Transmittal (HUD-96011)	500	1	500	0	0	982.103
Certification of Consistency with the Consolidated Plan (HUD-2991)	1,000	1	1,000	0	0	982.103
Disclosure of Lobbying Activities (SF-LLL)	500	1	500	0.17	85	982.103
Tenant-Furnished Utilities (HUD-52667)	2,224	1	2,224	1.5	3,336	982.517
Inspection Forms (HUD-52580 and 52580-A)	2,224	955	2,123,920	0.5	1,061,960	982.401
Request for Tenancy Approval (HUD-52517)	2,224	90	200,160	0.5	100,080	982.302
Notice of Unit Approval/Denial	2,224	90	200,160	0.5	100,080	982.303©
Voucher (HUD-52646)	2,224	90	200,160	0.05	10,008	982.305
Information Packet	2,224	60	133,440	1	133,440	982.301(b)
PHA Information to Owner	2,224	40	88,960	0.05	4,448	982.307
Portability Information (HUD-52665)	2,224	90	200,160	0.5	100,080	982.355
PHA Notification to Field Office Insufficient Funds	400	1	400	0.5	200	982.354(e)
HAP Contracts (HUD-52641, 52641-A, 52642, 52642)	2,224	65	144,560	0.5	72,280	982.451
Statement of Homeowner Obligation (HUD-52649)	150	10	1,500	0.25	375	982.625
Homeownership: Required Contract of Sale Provisions	1500	1	1,500	0.25	375	982.631(c)(2)
PHA PBV Public Notice	50	1	50	3	150	983.51(c)

PHA PBV Notice of Owner Selection	50	1	50	0.5	25	983.51(c)
PBV Agreement to enter into a HAP Contract (HUD-52531A and B)	50	1	50	0.5	25	983.51(c)
PBV NC/SR HAP Contract (HUD-52530A)	50	1	50	0.25	12.5	983.152
PBV Existing HAP Contract (HUD-52530B)	50	1	50	0.25	12.5	983.202
PBV Tenancy Addendum (HUD-52530C)	50	1	10	0.25	2.5	983.202
PBV Statement of Family Responsibilities (HUD-52578B)	50	10	500	0.25	125	983.256(b)(3)
Notice of Intent to Project-Base Vouchers	218	1	218	0.5	109	983.6(d)
Request for HUD Approval to Terminate PBV HAP Contract	15	1	15	1	15	983.205(d)
Owner Notice to Terminate PBV HAP Contract	20	30	600	0.25	150	983.206(b)
Totals	*2,224		3,304,737		1,589,124	

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly Cost Per Response	Annual Cost
	2,224	Varies	3,304,737	.48	1,589,124	\$20	\$31,782,480
Total	2,224	Varies	3,304,737	.48	1,589,124	\$20	\$31,782,480

B. Solicitation of Public Comment

This notice is soliciting comments from members of the public and affected parties concerning the collection of information described in section A on the following:

(1) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;

(2) The accuracy of the agency's estimate of the burden of the proposed collection of information;

(3) Ways to enhance the quality, utility, and clarity of the information to be collected; and

(4) Ways to minimize the burden of the collection of information on those who are to respond; including through the use of appropriate automated collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

HUD encourages interested parties to submit comment in response to these questions.

C. Authority: Section 3507 of the Paperwork Reduction Act of 1995, 44 U.S.C. chapter 35.

Dated: September 14, 2015.

Merrie Nichols-Dixon, Deputy Director
Office of Policy, Programs and Legislative Initiatives

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